



***To all property managers and maintenance representatives,***

The City of Gaithersburg requires an operational license for the below mentioned fire protection and life safety systems. These systems also require periodic testing and maintenance by qualified individuals. Please be prepared to discuss your maintenance records. The associated annual fee for each system is \$50.00.

The City of Gaithersburg is in the process of updating our property records regarding the maintenance of fire protection and life safety systems within the city.

**Fire protection and life safety systems consist of;**

**Sprinkler and standpipe systems**

**Building fire alarms**

**Emergency generators**

**Kitchen cooking fire protection**

**Specialty fire systems such as FM 200 and clean agents**

**Private fire hydrants**

Our Planning and Code Administration office is prepared to assist you with this ongoing effort.

**Please contact:**

Fire Inspector Rick Barnes  
Planning and Code Administration  
31 South Summit Avenue  
Gaithersburg, Md. 20877-2038  
301 258 6330 X2150 (Desk)  
240 599 6109 (Cell)  
[rbarnes@gaithersburgmd.gov](mailto:rbarnes@gaithersburgmd.gov)  
[licensing@gaithersburgmd.gov](mailto:licensing@gaithersburgmd.gov)

Thank you for your assistance with providing the safest environment possible.

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2038  
301-258-6300 • FAX 301-948-6149 • TTY 301-258-6430 • [cityhall@gaithersburgmd.gov](mailto:cityhall@gaithersburgmd.gov) • [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

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Jud Ashman  
Cathy C. Drzyzgula  
Henry F. Marraffa, Jr.  
Michael A. Sesma  
Ryan Spiegel

CITY MANAGER  
Tony Tomasello



The above mentioned Fire Protection and Life Safety Systems all require periodic maintenance, testing, and inspection.

Property managers and their representatives are provided detailed reports of these inspection and maintenance procedures by vendors who specialize in system maintenance or their own qualified technicians.

### **Fire Protection System Operational Licenses will be issued annually for each system.**

A copy of the most recent inspection, maintenance, and testing records are required to be forwarded to the City of Gaithersburg for review prior to the issuance of these licenses.

Submit copies of Fire Protection and Life Safety System maintenance records to the city fire marshal by one of the following methods:

1. Mail or deliver copies of your records to city hall.
2. Forward electronic copies to [rbarnes@gaithersburgmd.gov](mailto:rbarnes@gaithersburgmd.gov) (or) [licensing@gaithersburgmd.gov](mailto:licensing@gaithersburgmd.gov)
3. Scan your records and forward as email attachments to [rbarnes@gaithersburgmd.gov](mailto:rbarnes@gaithersburgmd.gov) (or) [licensing@gaithersburgmd.gov](mailto:licensing@gaithersburgmd.gov)
4. Request a site visit from a fire inspector to review your stored records  
[http://www.gaithersburgmd.gov/documents/pca/Permit\\_Request\\_for\\_FireMarshal\\_Inspection\\_Application.pdf](http://www.gaithersburgmd.gov/documents/pca/Permit_Request_for_FireMarshal_Inspection_Application.pdf)

Contact us by phone for additional information or questions.

Be safe!!

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